

## **ASSISTANT DIRECTOR JOB DESCRIPTION**

The Assistant Director is responsible for assisting the Center Director in the overall operations, financial performance and growth of the Child Care Center. The Assistant Director in the absence of the Center Director is accountable for the day to day activities, appearance, programs, and personnel. The Assistant Director's responsibility is also to be an effective Manager to Associates, Parents, and Children. The Assistant Director shall represent and market the Center's professional image in the community, maintaining its quality and reputation in the child care industry

### **EDUCATION/WORK EXPERIENCE REQUIREMENTS:**

The Assistant Director is required to:

- High School Diploma or GED
- 3-12 Early Childhood Education Credits or
- Minimum of 48 training hours
- Have a minimum of two years experience in the Child Care field
- Meet all requirements as set out by local Licensing Regulations in order to qualify for the position

A facility director is 21 years of age or older and provides the licensee with written documentation of one of the following:

- a. High school or high school equivalency diploma and six credit hours or more in early childhood, child development, or closely related field in an accredited college or university, or 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in the areas of early childhood, child development, or closely related field, and 24 months or more of child care experience;
- b. N.A.C., C.D.A., C.C.P., or C.P.C. credential and at least 18 months of child care experience;
- c. A minimum of 24 credit hours from an accredited college or university, including at least six credit hours of course work in the areas of early childhood, child development, or closely related field, and 18 months of child care experience;
- d. Associate degree from an accredited college or university in the areas of early childhood, child development, or closely related field, and six months of child care experience; or
- e. Bachelor degree from an accredited college or university in the areas of early childhood, child development, or closely related field, and three months of child care experience.
- f. Minimum 24 training hours annually.

### **KNOWLEDGE AND SKILLS:**

The Assistant Director shall have the following Knowledge and Skills:

- A working knowledge of the local Licensing Regulations and Procedures, Fire and Health Regulations, Company Policies, Procedures, and Educational Programs.
- Supervisory skills to plan, organize, and manage the daily operations of a child care center.
- Program planning and evaluation skills to monitor, supervise and ensure effectiveness of programs and services offered adequate communication skills: verbal to communicate with parents, children, staff, outside agencies, regulators and the public. Writing skills for reports, documents, complete forms, prepare notes, prepare business plans, etc.
- Basic bookkeeping and computer skills to prepare budgets, monitor expenditures, complete weekly financial reporting procedures.
- Interpersonal skills to interact with a variety of people in a courteous and effective manner.
- Leadership skills to develop teamwork and direct Associates to obtain goals
- Ability to assess and evaluate the performance of the Associates
- Effective time management skills in all areas of job responsibilities
- General knowledge of the equipment used in the operations of the center

### **FINANCIAL MANAGEMENT:**

The Assistant Director is responsible for:

- Collection of tuition from all accounts
- Completing accurate and timely records and reports, including financial packets, bank deposits, payroll, invoicing reporting and petty cash reports.
- Adhering to budgetary guidelines as set out by the Company's Accounting firm- specifically, accounts receivable, labor expenditures and food purchases.
- Managing in an accurate and timely fashion, miscellaneous monies, including funds from field trips, photographs and fundraising events accurately.
- Earning tuition fees as set out by the Company's Head Office on its rate schedule.
- Reporting weekly financial figures to the Head office, ensuring all fees including registration and education accounted for.
- Keeping accurate attendance records with the assistance of the Lead/Teacher and their co-teacher
- Accurate and timely completion of all reports, records, claim forms, etc. pertaining to any and all local Government sponsored financial aid programs.

#### **CENTER MANAGEMENT:**

The Assistant Director is responsible for:

- Responsible for any and all management responsibilities in the absence of the Director
- Assisting the Center Director in assuring that the Center has adequate supplies- food consumables, educational material etc.
- Acknowledging staff and parent comments and concerns and dealing with them in a timely fashion in the absence of the Center Director.
- Making decisions that are fair and equitable and produce positive results.
- Arranging and conducting interviews with prospective clients, explaining programs and reviewing policies and procedures, completing enrollment forms, and conducting tours of the center.
- Ensuring that the center standards are maintained in accordance with the expectations set out by the Local Licensing Authorities and Company Policies.
- Assisting the Center Director in arranging and participating in Parent Conferences at least twice a year
- Building enrollment
- Increasing revenues
- Recruiting, interviewing and screening prospective associates in the absence of the Center Director
- Hiring all budgeted personnel with the approval of the Center Director or in the absence of the Center Director
- Overseeing transportation to and from the center
- Overseeing the maintenance of the building, grounds and transportation vehicles
- Being attuned to the needs of staff development and delegating responsibilities accordingly
- Arranging sufficient staffing on a daily basis to meet the child/adult ratios and appropriate qualifications as stipulated by the local licensing authorities
- Working cooperatively with licensing authorities for annual licensing renewals
- Having and maintaining a good rapport with all agencies responsible for licensing and regulating our facilities
- Maintaining complete children's files with up to date information
- Maintaining control in frustrating situations
- Using professional judgment on a daily basis within guidelines established by the local licensing authorities and Company Policies to find solutions to problems, consulting and reporting to senior management only in unusual situations
- Maintaining confidentiality of all information related to children, parents, and staff
- Performing other duties, as assigned, that are in accordance with job responsibilities or in order to meet Company objectives

#### **PROGRAM QUALITY:**

The Assistant Director is responsible for:

- Insuring that the Tots Commitment to quality is being implemented on a daily basis
- Demonstrating, understanding and assuring that all the Company's Educational Programs are successfully implemented in all classrooms
- Assisting the Center Director in maintaining a center which is safe, clean, neat, tidy, and attractive at all times
- Assisting the Center Director in monitoring classrooms to ensure proper use of "Centers"

- Assisting the Center Director in training staff in all areas of the program, including safety, parent communication, customer satisfaction and licensing regulations
- Ensuring that all lesson plans, door notes, etc. adhere to program guidelines, age appropriate activities, neatness and correct grammar and spelling
- Assisting the Center Director in monitoring parent information boards weekly to ensure that all basic components are accurate and up to date

#### **SUPERVISION OF EMPLOYEES:**

The Assistant Director is responsible for:

- Assisting the Center Director in maintaining complete staff files with up to date information including current address, phone number, health card number, allergies, qualifications, application for employment, associate checklist, vacation requests and approvals, doctors' notes, emergency contacts, etc.
- Assisting the Center Director in observing and evaluating new staff during probationary period
- Assisting the Center Director in providing orientation to new staff, students, and volunteers
- Ensuring that all staff review the contents of the Employee Handbook and sign it upon commencement of employment
- Ensuring that all staff review and sign their Job Descriptions
- Planning and conducting monthly staff meetings, encouraging staff to actively participate
- Conduct a ninety day, six month, and yearly evaluation with goals for the teachers to strengthen their abilities
- Following up with monthly observations to counsel and/or give praise
- Providing progressive discipline procedures, including termination of associates with the guidance of the Program Director
- Establishing and reviewing daily log books in individual classrooms to ensure regular use by staff
- Providing orientation to all Parents
- Updating Parent Handbook with amended policies and new information

#### **HEALTH AND SAFETY:**

The Assistant Director is responsible for:

- Ensuring the Health, Safety, and Security of the children, staff and facilities at all times
- Recognizing, documenting and reporting any cases of suspected child abuse, illnesses, incidents or accidents and notifying appropriate persons (any accident in the Center with the slightest severity should be reported to the Center Director and the Executive Director) reporting all serious occurrences to the Licensing Authorities as outlined in the Emergency Procedure Policy
- Handling emergency situations, crises or hostile behavior in a calm and professional manner
- Working cooperatively with a Health and Safety Designate, conducting monthly inspections to address and correct hazardous issues at the Center
- Assuring that medication is stored properly, given at appropriate times and reports are signed and filled out correctly assuring that all medication is discarded or sent home with parents
- Maintaining an up to date allergy list for staff and children within the program
- Conducting fire drills on a monthly basis
- Reviewing weekly menus, adhering to nutritional guidelines
- Preparing the building and grounds for the close of the day / following day
- Assigning appropriate number of staff to field trip activities
- Monitoring maintenance of vans and having it serviced on a routine basis
- Ensuring that all employees including herself follow and maintain all health and sanitation procedures in all areas of the center

#### **PUBLIC RELATIONS:**

The Assistant Director is responsible for:

- Providing quality child care to our clients by establishing a safe, secure, inviting atmosphere in which each child can discover, in his or her own way

- Participating in open houses, shows, and other marketing promotions as determined by the Executive Director to obtain additional enrollments while promoting the positive image and reputation of the Company
- Networking with other agencies in the child care industry to keep informed of ongoing issues
- Attending workshops that are related to issues in child care industry

**PROFESSIONALISM:**

The Assistant Director is responsible for:

- Conducting their self in a professional manner regarding grooming, appropriate dress and general deportment
- Readily accepting responsibility in all areas of their job
- Taking initiative and completing tasks timely and accurately
- Demonstrating a willingness to work with peers as a team member
- Accepting constructive criticism
- Following through with all directive from the Executive Director and Program Director in a professional manner

**REPORTING:**

The Assistant Director is responsible for:

- Reporting to the Executive Director and Program Director